

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: 00 *County: Stearns
(city, county, municipality, government agency or other entity)
*Mailing address: 25 College Avenue North, P.O. Box 668
*City: Saint Joseph *State: MN *Zip code: 56374
*Phone (including area code): 320.363.7201 *E-mail: tthene@cityofstjoseph.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Thene *First name: Terry
(department head, MS4 coordinator, consultant, etc.)
*Title: Public Works Director
*Mailing address: 25 College Avenue North, P.O. Box 668
*City: Saint Joseph *State: MN *Zip code: 56374
*Phone (including area code): 320.363.7201 *E-mail: tthene@cityofstjoseph.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Ryan First name: April
(department head, MS4 coordinator, consultant, etc.)
Title: Water Resources Engineer
Mailing address: SEH, 1200 25th Avenue South, P.O. Box 1717
City: St. Cloud State: MN Zip code: 56374
Phone (including area code): 320.229.4329 E-mail: aryan@sehinc.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Terry Thene
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 12/20/13

Mailing address: 25 College Avenue North, P.O. Box 668

City: Saint Joseph State: MN Zip code: 56374

Phone (including area code): 320.363.7201 E-mail: tthene@cityofstjoseph.com

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Central Minnesota Water Education Alliance (CMWEA)	MCM 1

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

Central Minnesota Water Education Alliance (CMWEA) is a coalition of central Minnesota MS4's and other organizations that provide educational outreach to promote water quality stewardship. The mission of CMWEA is to develop and implement educational programs that encourage individuals in Central Minnesota to protect water resources by increasing their knowledge and making simple behavior changes. By working in concert, the members of CMWEA are able to provide a consistent water quality educational message.

MS4 permitted CMWEA members include the Cities of St. Cloud, Sartell, Sauk Rapids, Waite Park, St. Joseph; Stearns County; St. Joseph Township, Le Sauk Township; St. Cloud State University; and MNDOT. Other members include the Cities of Cold Spring, Melrose, Rockville, Paynesville and Richmond; Stearns County Soil and Water Conservation District; Sauk River Watershed District; and the Sauk River Chain of Lakes Association.

CMWEA members are required to sign a membership agreement which includes membership dues and a member participation requirement. Both are critical to ensure maximum benefit to each member and the public. CMWEA is dedicated to assist members meet education requirements through a variety of tools and resources. Members have access to all of CMWEA's past and current education material to use beyond CMWEA's programs and to specifically target additional local education needs. CMWEA annually evaluates its education program to ensure the needs of each member are met and to meet associated permit requirements. Please visit our website for more information: www.mnwaterconnection.com

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Chapter IV – Water, Sewer & Storm Water: Ordinance 46 - Illicit Discharge and Connection Ordinance

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If yes:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract language |
| <input checked="" type="checkbox"/> Policy/Standards | <input type="checkbox"/> Permits |
| <input type="checkbox"/> Rules | |
| <input type="checkbox"/> Other, explain: _____ | |

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Ordinance 52 – Zoning Ordinance

Section 52.18: Surface (Storm) Water Management

Section 52.19 – Land, Woodland, and Wetland Preservation

Section 25.20 – Shoreland Overlay District

Stormwater Management Plan

Section 4: Goals and Policies

Appendix I: Best management Practices (BMPs)

Direct link:

<http://208.107.62.154:8080/weblink8/0/doc/231203/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/231204/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/231206/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254426/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254416/Page1.aspx>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's current ordinances and policies are as least as stringent as the MPCA Construction Stormwater (CSW) permit for many of their erosion and sediment control and waste control requirements. The ordinances and policies have some time frames and other minor items which are less stringent than the CSW permit. The city will review and update the current ordinance(s) and policies as necessary to meet and in accordance with permit requirements (Part

III.D.4.a). This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.1-8. The City will update their regulatory mechanism(s) to require owners and operators of construction activity to incorporate erosion and sediment controls and waste controls to a level which are at least as stringent as the MPCA CSW Permit, in accordance with permit requirements (Part III.D.4.a). This effort will be completed within 12 months of the date permit coverage is extended.

Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract language |
| <input checked="" type="checkbox"/> Policy/Standards | <input type="checkbox"/> Permits |
| <input type="checkbox"/> Rules | |
| <input type="checkbox"/> Other, explain: _____ | |

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Ordinance 52 – Zoning Ordinance

Section 52.18: Surface (Storm) Water Management

Section 52.19 – Land, Woodland, and Wetland Preservation

Section 25.20 – Shoreland Overlay District

Ordinance 54 Subdivision Regulations

Section 54.07 Definitions

Section 54.08 General Platting Requirements

Section 54.09 Shoreland/Flood Prone Lands

Section 54.12 Premature Subdivisions

Section 54.15 Plat Data Requirements

Section 54.16 Minimum Design Standards

Section 54.17 Required Improvements

Stormwater Management Plan

Section 4: Goals and Policies

Appendix H: Pond Design Standards

Appendix I: Best management Practices (BMPs)

Appendix K: Example Agreement

Direct link:

<http://208.107.62.154:8080/weblink8/0/doc/231203/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/231204/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/231206/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/230764/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254426/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254415/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254416/Page1.aspx>

<http://208.107.62.154:8080/weblink8/0/doc/254418/Page1.aspx>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations ☐ Yes ☒ No
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas:
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.

- c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
- d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
- 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:
- a) With predominately Hydrologic Soil Group D (clay) soils.
- b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
- c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
- d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference:
- 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
- 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
- 3) Locations in the next adjacent DNR catchment area up-stream
- 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part.
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity.
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party.
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.2.a -b: City ordinances and policies require that structural stormwater facilities are designed and installed consistent with applicable local, state, and federal standards, and specifically identifies that State NPDES requirements be met. City ordinances and policies specifically limit peak discharge rates to pre-project conditions and require that reasonable effort be made to reduce runoff volume. The city will review and update their ordinance(s) and policies as necessary to be consistent with permit requirements for the post construction management of volume, total suspended solids, and total phosphorous (Part III.D.5.a(2)). This effort will be completed within 12 months of the date permit coverage is extended.

B.3.a.1-3: The City will amend their ordinance(s) and policies as necessary to include limitations (prohibiting, restricting, and exceptions) for infiltration to address post-construction stormwater management, in accordance with Permit requirements (Part III.D.5.a (3)). This effort will be completed within 12 months of the date permit coverage is extended.

B.4.a-f: The City will amend their ordinance(s) and policies as necessary to address mitigation for post construction stormwater management of TSS and/or TP in accordance with permit requirements (Part III.D.5.a(4)). This effort will be completed within 12 months of the date permit coverage is extended.

B.5.a-c: The city's Stormwater Management Plan includes an example long term maintenance agreement, but the city has not actively implemented the agreements. The City does require developers to sign a developer's agreement which identifies the developer as the responsible party for long-term maintenance of private structural BMPs. The City will review and updated existing regulatory mechanisms and example agreement to address long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the date permit coverage is extended.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)?

☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.

2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

The City will review and update as necessary their ERPs for illicit discharge(s), construction site stormwater runoff control, and post-construction stormwater management in accordance with permit requirements (Part III.B). This effort will be completed within 12 months of the date permit coverage is extended.

B. Describe your ERPs:

Ordinance 46 Illicit Discharge and Connection Ordinance

46.14: Violations, Enforcement, and Penalties

Summary: Violations may be subject to written warning notice, notice of violation, fines, implementation of corrective actions, suspension of MS4 access, civil penalties, and/or criminal penalties.

Ordinance 52 – Zoning Ordinance

Section 52.05: Enforcement/Violations and Penalties

Summary: The City Council shall enforce the ordinance with the City Administrator/Clerk having authority to institute any appropriate action or proceedings against violator. Violations are guilty of a misdemeanor; each day constitutes a separate offense. The city requires an agreement and performance bond prior to the approval of any surface (storm) water management plan to ensure completion and compliance with city regulations.

Ordinance 54 Subdivision Regulations

Section 54.19: Administration and Enforcement

Summary: The city can withhold building permits until ordinances regulations have been met. The city requires an agreement and performance bond prior to the approval of any surface (storm) water management plan to ensure completion and compliance with city regulations. Violations are guilty of a misdemeanor; each day constitutes a separate offense.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

- A. Describe how you manage your storm sewer system map and inventory:

The City's storm sewer system map is currently maintained in an AutoCAD format and includes the city's stormwater conveyance system, ponds, water bodies, and outfalls. The map is reviewed and updated annually with the assistance of the city's engineering consultant firm.

- B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☐ Yes ☒ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

B.2: The City's current map shows outfalls, but does not include a unique identification number or geographic coordinates for each. The City will update the stormwater system map to include unique identification numbers and geographic coordinates for each outfall in accordance with permit requirements (Part III.C.1.b). This effort will be completed within 12 months of the date permit coverage is extended.

B.3-4: The city will review the current map for accuracy and completeness making sure the City's structural stormwater BMPs and all receiving waters are included on the map, in accordance with permit requirements (Part III.C.1.c-d). This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.1-2 & D1-3: The City will complete an inventory of all stormwater treatment ponds, wetlands, and lakes within the City's jurisdiction. The inventory will include at a minimum, unique identification numbers, geographic coordinates, and type of feature, in accordance with permit requirements (Part III.C.2). This effort will be completed within 12 months of the date permit coverage is extended.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their

education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The City's current education program is implemented through two different approaches:

1) The Central MN Water Education Alliance (CMWEA)

CMWEA, as described in the partnership section, is utilized to meet the established BMPs shown below. CMWEA is dedicated to developing and implementing educational programs that encourage individuals in Central Minnesota to protect water resources by increasing their knowledge and making simple behavior changes. CMWEA is operated through membership dues, member staff participation, grants, sponsorship and in-kind support. The annual education program has consisted of:

- Annual top 10 water protection tips (high priority topics as chosen by the members)*
- Media ad campaign based on the top 10 list which includes various print media, radio ads, videos on local cable channels and billboard*
- High School TV Ad Contest*
- Social Media (Facebook)*
- Website which includes the top 10, blog, member contact information, promotional tools, outreach, and lots of education information and links.*
- Traveling Education Booth and Library that shows up at several area events and workshops*
- Rain barrel and compost bin sale*
- Handouts (brochures, member material & info, seed packets, etc)*

2) Direct City modes.

In addition to CMWEA, the City of Saint Joseph implements an extended education program which includes:

Distribution of educational materials (Material generated from CMWEA is often used)

- Articles in St. Joseph Newsletter, mailed with utilities bills bi-monthly.*
- Distribute stormwater requirements and information to developers and contractors as contact with the city is made.*

Maintain city website which includes water resources information and links, including

- Link to CMWEA*
- City Ordinances*
- Stormwater Management Plan*
- Emergency 24-Hour Contact*
- Email and address to public to provide comment and ask questions*
- Garbage disposal and recycling information*
- Request Tracker System – Allows public to report a concern and track progress*

Coordinate/support/participate in community programs focused on stormwater management

- Local water festivals*
- Stakeholder meeting as they are requested and organized*
- Presentations to local groups as they are requested*

Working with citizen and volunteer groups as requested to help keep riverbank banks and ponds clean. The city currently works with the Boy Scouts annually, to keep pond areas clean. City has been discussing and would like to explore the possibility of implementing an official adopt-a-pond program.

Provide contact at city hall for stormwater questions, comments, and/or concerns.

Coordinate/support/participate in community garbage disposal and recycling programs

- St. Joseph school annual city-wide cleanup day*
- Semi-annual large item garbage/appliance pickup.*
- Collage cleanup in conjunction with homecoming activities.*

The City intends to continue implementing a similar education program as described above

The City's current education efforts emphasize illicit discharges, construction site runoff, and post construction stormwater management. The city will work in conjunction with CMWEA to identify areas of priority to focus education efforts on moving forward.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribution of Educational Material	Annually: Review and update information
	Annually: Review and update information Ongoing: Include city contact / reporting information Ongoing: Maintain links to city ordinances, SWMP Ongoing: Maintain link to CMWEA Ongoing: Maintain links to city specific and other additional water resources information
City Website	Annually: Continue to support local watershed festivals As Requested: Coordinate/support/participate stakeholder meetings As Requested: Coordinate/support/participate presentations to local groups
Community Programs	As Requested: Continue to work with citizen and volunteer groups as requested.
River Bank / Pond Cleanup Programs	Annually: Air stormwater information
Cable Access Channel	Ongoing: Provide contact at city hall for stormwater questions, comments, and/or concerns.
City Hall Contact	Semi-Annually: Continue to implement large item garbage pickup. Annually: Coordinate/support/participate in annual city-wide cleanup day.
Garbage Disposal and Recycling Programs	
BMP categories to be implemented	Measurable goals and timeframes
	BMP Description: Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and comply with its membership agreement. Measureable Goals 1) Within 2 months of receiving the annual CMWEA membership agreement, it will be signed and returned to CMWEA. Timeline/Implementation Schedule: Annually: Renew CMWEA membership Annually: Meet membership requirements Annually: Participate in CMWEA to ensure it helps meet the needs of our MS4
Central Minnesota Water Education Alliance (CMWEA)	BMP Description: Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and support the use of its website to spread education messages. Measureable Goals Promote CMWEA's website with a goal of it reaching 50,000 hits annually CMWEA will add specific illicit discharge recognition and reporting to its website Review the website for updates at least twice a year Timeline/Implementation Schedule: Annually: Provide a link on our local website to CMWEA's website. Within 3 months of all members having an approved SWPPP document, the website will be updated on recognition and
CMWEA: Website	

	reporting of illicit discharges – we will provide information to CMWEA as requested. Twice a year, review and update the website with new, relevant information.
CMWEA: Education Campaign	<p>BMP Description: Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and support/participate in the annual education campaign. Annually CMWEA will implement an education campaign/program. CMWEA annually reviews its program elements to ensure the campaign meets the high priority needs of its members and covers new education topics. The campaign is also adjusted to achieve the highest education value by reviewing different marketing strategies and education opportunities to impact intended target audiences. Therefore, CMWEA's education program changes over time.</p> <p>Measureable Goals CMWEA has a goal of being represented at 3 area events annually CMWEA has a goal of providing education through 3 different marketing/campaign tactics CMWEA provides at least 2 opportunities for member input on the annual campaign</p> <p>Timeline/Implementation Schedule: Annually: Provide input on CMWEA's education campaign to ensure our high priority needs are emphasized Within 6 months of all members having an approved SWPPP document, the current education program elements will be reviewed, updated and modified. This process has started with the reissuance of this permit.</p>
Distribution of Educational Material	Within 12 months of the date permit coverage is extended: Provide printed information at City Hall.
City Website	Within 12 months of the date permit coverage is extended: Include link to city NPDES MS4 SWPPP.
River Bank / Pond Cleanup Programs	Explore the possibility of implementing an official adopt-a-pond program within this permit cycle.
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.1.c).

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The city holds an annual public meeting to review program details and program progress with the public. The meeting provides an opportunity for the public to give input and/or ask questions. The meeting is noticed in the local paper following applicable public notice requirements. The city tries to format and specify timing of the meeting to encourage attendance and provide full and fair consideration for all views. The city takes into consideration both written and verbal forms of public input at the meeting and throughout the year. The city maintains a point of contact, phone number, and Request Tracker System for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or provide input, give comments, and/or ask questions about the MS4 program. Contact information is provided on the City's website.

The City posts water resources information on its website for the public to access at any time. The City makes the SWPPP and other permit related information available at City Hall during regular business hours.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Public Meeting	Annually: Continue to hold public meeting following applicable public notice requirements.
SWPPP and Permit Document Access	Ongoing: Continue to provide reporting and comment contact information on City's website. Ongoing: Continue to provide SWPPP and other permit documents as requested.
Solicit and Consider Public Opinion	Annually: Continue to solicit and respond to public opinion of SWPPP during annual public meeting and throughout the year, making changes to the SWPPP where necessary.
BMP categories to be implemented	Measurable goals and timeframes
SWPPP and Permit Document Access	Within 12 months of the date permit coverage is extended: Include link to city NPDES MS4 SWPPP on the city website.
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.2.b).

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City maintains and annually updates a Storm Sewer System Map. The map is currently maintained in an AutoCAD format and includes the stormwater conveyance system, ponds, water bodies, wetlands, and outfalls.

The City has an IDDE ordinance which prohibits non-stormwater discharges into the storm sewer system.

The City conducts regular inspections of its stormwater system and conducts site specific inspections as reports are received. The city completes dry weather inspections of, at a minimum, 20% of the storm sewer system outfalls, as well as pond inlets and outlets each year. City staff is watchful for signs of illicit discharges while conducting daily activities and continually explores opportunities to expand existing inspection programs to identify illicit connections and illegal dumping.

The City maintains a point of contact at City Hall during regular business hours and a phone number on their website for reporting illicit discharges 24 hours a day.

The City annually reviews sources of non-stormwater discharges or flows to evaluate the significance of each potential source. The city addresses ISTS inspections through the Stearns County Program.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☒ Yes ☐ No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☒ Yes ☐ No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been ☐ Yes ☒ No

identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.

- e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☐ Yes ☒ No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☐ Yes ☒ No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2.d The City will expand its annual review of potential sources of non-stormwater discharges or flows to include the identification of priority areas likely to have illicit discharges in accordance with permit requirements (Part III.D.3.f). This effort will be completed within 12 months of the date permit coverage is extended.

C.2.e-g-The City will develop procedures for the timely response to known, suspected, and reported illicit discharges to meet permit requirements (Part III.D.3.g). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm Sewer System Map	Annually: Review and update.
Ordinance	Ongoing: Continue to enforce ordinance requirements. Annually: Review and update as needed.
Detection and Elimination	Ongoing: Respond/ inspect reports of illicit discharges. Annually: Inspect of 20% of outfalls and ponds. Ongoing: Maintain a point of contact at City Hall and 24 hour illicit discharge reporting phone number on website. Ongoing: ISTS inspections through Stearns County Program. Annually: Review and update Detection and Elimination program as needed.
Identification of Non Stormwater Discharges and Flows	Annually: Evaluate the significance of each potential non-stormwater source.

BMP categories to be implemented	Measurable goals and timeframes
Storm Sewer System Map	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.3.a).
Detection and Elimination	Within 12 months of the date permit coverage is extended: Develop procedures for the timely response to illicit discharges to meet permit requirements (Part III.D.3.g)
Identification of Non Stormwater Discharges and Flows	Within 12 months of the date permit coverage is extended: include the identification of priority areas likely to have illicit discharges in accordance with the permit (Part III.D.3.f). Annually: Review and update priority areas as necessary.
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.3.h).

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

C.4 The City will develop a documentation process to meet permit requirements (Part III.D.3.h). This effort will be completed within 12 months of the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The City has ordinances and policies which establishes requirements for erosion and sediment controls on construction sites. The city's education program, permitting process, and regulatory mechanisms ensure the use of appropriate planning tools, ESC BMPs, and waste controls on construction sites. The city provides stormwater requirements and information to contractors and developers as contact with the city is made

The city's process for water resources related permitting includes development review and permitting that requires developers to prepare and submit grading plans, erosion and sediment control plans, and surface (storm) water management plans. The project goes before the Planning Commission and City Council for approvals. For erosion control measures and storm water rate, volume, and water quality control/treatment requirements, the project is reviewed by the city engineer and city staff for consistency with city codes and standards. Construction activities are not allowed to commence until the applicant installs the required temporary erosion and sediment control BMPs. City policy is to issue a permit only after verification by city staff that temporary erosion and sediment controls are installed.

Public can stop by city hall during normal business hours, call the city hall phone number posted on the city website and/or utilize the city's online Request Tracker System to provide input, ask questions and/or report storm water noncompliance issues.

The city currently inspects construction sites to review compliance with city code, policies, and permit requirements. City staff or city representative complete initial site inspections prior to issuance of a building permit, during construction, and a final project inspection to ensure compliance.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
 - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
 - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
 - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
 - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
 - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
 - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
 - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
 - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2.a The city has a site plan review process which is outlined in the St. Joseph Developers Manual. The City will review and update its site plan review process as needed to include written procedures, notifications, and documentation requirements in accordance with permit requirements (Part III.D.4.b & f). This effort will be completed within 12 months of the date permit coverage is extended.

D.2.c The city has a process for the receipt and consideration of construction site noncompliance reports and other

stormwater related input; however, there are currently no written procedures for this process. The city will update its program for receipt and consideration of public stormwater reports to include written procedures in accordance with permit requirements (Part III.D.4.c). This effort will be completed within 12 months of the date permit coverage is extended.

D.2. d.1-4 The city has a process for site inspections; however, there are currently no written procedures for this process. The city will update its current site inspection process to include written procedures and documentation requirements in accordance with permit requirements (Part III.D.4.d & f). This effort will be completed within 12 months of the date permit coverage is extended.

D.2.g The city documents and retains inspection reports on city projects and requires contractors to document inspections on private projects. The city will update its inspection program to require retention of inspection documentation on all city projects and private projects requiring a city permit, in accordance with permit requirements (Part III.D.4.f). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Regulatory Mechanisms	Ongoing: Continue to enforce regulatory requirements. Annually: Review and update regulator mechanisms as needed.
Site Plan Review	Ongoing: Implement permit process and review site plans for compliance with city requirements and permits.
Receipt and Consideration of Stormwater Noncompliance Reports.	Ongoing: Maintain a 24 hour contact for reporting noncompliance. Ongoing: Provide reporting contact information on city website.
Site Inspections and Enforcement	Ongoing: Conduct inspections for compliance with city ordinances and permits.

BMP categories to be implemented	Measurable goals and timeframes
Regulatory Mechanisms	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.4.a).
Site Plan Review	Within 12 months of the date permit coverage is extended: Review and update the city's site plan review process in accordance with permit requirements (Part III.D.4.b & f)
Receipt and Consideration of Stormwater Noncompliance Reports.	Within 12 months of the date permit coverage is extended: Develop written procedures for receipt and consideration of construction site noncompliance reports in accordance with permit requirements (Part III.D.4.c & f)
Site Inspections and Enforcement	Within 12 months of the date permit coverage is extended: Develop written procedures and checklists for conducting site inspections in accordance with permit requirements (Part III.D.4.d & f).
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.4.f).

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

The City has ordinances and policies which establish requirements for post construction stormwater management. The City currently requires that drainage design and stormwater management are consistent with applicable local, state, and federal standards, and specifically identifies that State NPDES requirements be met. City ordinances and policies limit peak discharge rates to pre-project conditions and require that reasonable effort be made to reduce runoff volume.

The city's process for water resources related permitting includes development review and permitting that requires developers to prepare and submit grading plans, erosion and sediment control plans, and surface (storm) water management plans. The project goes before the Planning Commission and City Council for approvals. For erosion control measures and storm water rate, volume, and water quality control/treatment requirements, the project is reviewed by the city engineer and city staff for consistency with city codes and standards.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☐ Yes ☒ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.2 The city has a site plan review process; however, there are currently no written procedures for this process. The City will update its site plan review process to include written procedures in accordance with permit requirements (Part III.D.5.b). This effort will be completed within 12 months of the date permit coverage is extended.

E.3.b-c The city currently does not allow for mitigation provisions to meet post construction stormwater requirements. The city will review its current requirements and assess whether or not to add mitigation provisions in accordance with permit requirements (Part III.D.5.a.(4)). This effort will be completed within 12 months of the date permit coverage is extended.

E.3.d The city's Stormwater Management Plan includes an example long term maintenance agreement, but the city has not actively implemented the agreements. The city will develop or updated existing regulatory mechanism(s) to provide for the establishment of legal mechanisms between the city and owners and operators responsible for long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the date permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance	Ongoing: Continue to enforce ordinance requirements. Annually: Review and update as needed.
Site Plan Review	Ongoing: Implement permit process and review site plans for compliance with city ordinances and permits.
BMP categories to be implemented	Measurable goals and timeframes
Ordinance	Within 12 months of the date permit coverage is extended: Review and update as necessary to meet permit requirements (Part III.D.5.a).
Site Plan Review	Within 12 months of the date permit coverage is extended: Develop written procedures for the city's site plan review process in accordance with permit requirements (Part III.D.5.b).
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.5.c).

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The city's public works staff is involved with the day to day operations and maintenance of public infrastructure and properties, and as such are an integral part of protecting water quality in receiving waters.

The following practices are implemented throughout City facilities:

- *Hazardous waste spill prevention plans, reviewed and updated annually.*
- *Municipal recycling of used oil*
- *Storage of salt under shelter roofs*
- *Readily accessible materials for spill and accident clean up at facilities*
- *Municipal vehicle maintenance and cleaning in areas disconnected from the storm sewer system.*

The city implements a street sweeping program for vehicle safety, pedestrian safety, water quality, and environmental reasons. Street sweeping is conducted in the spring, fall, and on an as needed basis.

The city conducts regular inspections of its stormwater system. Staff annually inspects structural pollution control devices, exposed stock piles, material storage areas, and material handling areas. The City inspects at a minimum, 20% of the storm sewer system outfalls, sediment basins and ponds each year. Staff inspects system components for sediment, debris buildup, proper functioning, and illicit discharges.

The city operates a program of cleaning structural BMPs, including catch basins, storm water ponds, and system outfalls. The city conducts regular inspections and corresponding maintenance for the entire storm sewer system. The city works with citizen and volunteer groups to help keep river banks and ponds clean. The city wants to explore the possibility of implementing an official adopt-a-pond program.

Public works and city staff training includes NPDES MS4 permit requirements, hazardous waste spill prevention, runoff controls, BMPs, use of hazardous chemicals, and other relevant stormwater topics.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

F.3 The City will develop a facilities inventory to include city-owned facilities which contribute pollutants to stormwater discharges in accordance with permit requirements (Part III.6.a). This effort will be completed within 12 months of the date permit coverage is extended.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Municipal Operations	Annually: Review, update, and implement BMPs for city facilities and municipal operations.
Street Sweeping	Ongoing: Track time and pounds of sediment while conducting street sweeping.
Inspections	Annually: 20% of outfalls, sediment basins, and ponds. Annually: Structural stormwater BMPs Quarterly: Increase inspections of material stock pile and handling areas to at least quarterly. Ongoing: Respond/ inspect reports stormwater system issues.

	Annually: Review and update inspection frequency as needed.
Maintenance Measures	Annually: Clean catch basins. Ongoing: Conduct maintenance as required with site inspection findings and received reports.
Employee Training	Annually: Complete staff training.
BMP categories to be implemented	Measurable goals and timeframes
Facility Inventory	Within 12 months of the date permit coverage is extended: Develop facilities inventory to meet permit requirements (Part III.6.a).
Municipal Operations	Within 12 months of the date permit coverage is extended: Evaluate existing facility BMPs and develop a schedule for revising and implementing additional BMPs if needed.
Pond Assessment	Within 12 months of the date permit coverage is extended: Develop procedures and schedule to determine pond effectiveness to meet the permit (Part III.6.d)
Inspections	Within 12 months of the date permit coverage is extended: Update inspection program to include inspections of material stockpiles and handling areas to at least quarterly, in accordance with permit requirements (Part III. D.6.e).
Employee Training	Within 12 months of the date permit coverage is extended: Review and update employee training program as needed in accordance with permit requirements (Part III.D.6.g)
Source Water Protection Area	Within 12 months of the date permit coverage is extended: Evaluate existing and potential source water protection BMPs and develop a schedule for revising and implementing additional BMPs if needed.
Documentation	Within 12 months of the date permit coverage is extended: Update program to include documentation requirements in accordance with permit requirements (Part III.D.6.h).

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☒ No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☒ Yes ☐ No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☒ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

a. Addresses the importance of protecting water quality? ☒ Yes ☐ No

b. Covers the requirements of the permit relevant to the duties of the employee? ☒ Yes ☐ No

c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.5 The DNR has a map for the Saint Joseph Drinking Water Supply Management Area (DWSMA) MN-00518 – Variable Vulnerability. The city will evaluate existing and potential source water protection BMPs and develop a schedule for revising and/or implementing additional BMPs if needed, in accordance with permit requirements. (Part III.D.6.c). This effort will be completed within 12 months of the date permit coverage is extended.

F.6 The city will develop procedures and schedules for determining the TSS and TP effectiveness of city owned/operated ponds in accordance with permit requirements (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.

F.7 The city will review and update its current inspection program, including updated inspections of material stockpiles and handling areas to at least quarterly, in accordance with permit requirements (Part III.D.6.e). This effort will be completed within 12 months of the date permit coverage is extended.

F.8.c The city will review and update its staff training program to include a schedule for training new and/or seasonal staff, in accordance with permit requirements (Part III.D.6.g). This effort will be completed within 12 months of the date permit coverage is extended.

F.9 The city will review and update documentation requirements in accordance with the permit (Part III.D.6.h). This effort will be completed within 12 months of the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

Saint Joseph Drinking Water Supply Management Area (DWSMA) MN-00518 - Variable Vulnerability

